

Sustainability Program Internship Application

Applicant Information

First Name		Last Name		Middle Initial	
Current Street Address			City	State	Zip Code
Phone Number	E-mail Address			Date of Birth	
Emergency Contact Name		Emergency Contact Phone #		Emergency Contact Relationship	

Availability

1. Desired start date: _____
2. Desired internship duration (i.e. 1 month, 1 semester, 1 year): _____
3. Total number of hours per week desired: _____
4. Please list the hours you are available between 8:00am – 5:00pm:

Monday	Tuesday	Wednesday	Thursday	Friday

5. Weekend and evening hours are sometimes requested. Please list any weekend/evening hour restrictions:

Education

Please list your education information beginning with your current/most recent enrollment and including high school, trade or technical schools:

School Name	City, State	Dates Attended	Type of Degree & Major/Minor or Area of Study	(Expected) Graduation Date

Employment

Please list your past three employment positions beginning with the current/most recent:

Employer		Employer Address			
Position	Supervisor Name		Supervisor Phone #	May we contact?	
Start Date	End Date	Average # Hours / Week	Reason for Leaving		
Responsibilities					

Employer		Employer Address	
Position		Supervisor Name	Supervisor Phone # May we contact?
Start Date	End Date	Average # Hours / Week	Reason for Leaving
Responsibilities			

Employer		Employer Address	
Position		Supervisor Name	Supervisor Phone # May we contact?
Start Date	End Date	Average # Hours / Week	Reason for Leaving
Responsibilities			

Areas of Interest

Please check all the areas you would be interested to work in:

	<u>Research</u>	exploring various sustainability topics via web searching, contacting municipalities and businesses, summarizing written resources, etc.
	<u>Outreach & Education</u>	helping to create program and event materials (brochures, posters, flyers, press releases, etc.), posting event flyers and information on community calendars
	<u>Special Events</u>	planning/coordinating program & community events; activities may include setting event schedule, finding/inviting presenters, organizing advertising and reserving venues
	<u>Program Development</u>	developing work plans for recommended initiatives and programs; measuring and evaluating the success and impact of current programs

Short Answer

Please write a brief, typed response to each of the following questions using complete sentences.

1. Why do you want to work with the City of Flagstaff Sustainability Program? What are you hoping to gain from this internship?
2. In your own words, how do you define community sustainability?
3. Describe your organizational memberships and/or community service experiences.

Internal Use Only

Forms Completed:	✓	Date
HR Non-Payroll Personnel		
IT Computer & Phone		